



CITY OF WESTMINSTER MOBILE HOME GRANT PROGRAM

ELIGIBILITY REQUIREMENTS

Thank you for your interest in Westminster's Mobile Home Grant Rehabilitation Program. The Mayor and City Council have approved this funding using Housing Authority funds. The goal of the Mobile Home Grant Rehabilitation Program is to help low income families who do not otherwise have funds, to repair health and safety items at their mobile home. The Program is available to low income families who meet the income limits in the chart below.

Your application will be accepted once all back-up documentation is included. It is important to note that documentation is required for EVERY PERSON living in your mobile home. If a person does not have income (i.e., children), an affidavit may be required. Finally, please be aware that your household income is calculated to include more than just your salary; it also includes certain investments or savings you may have.

Funding is available on a first-come, first-served basis. The City expects to be able to grant up to 100 grants in the next two year period. Please be aware that this Program provides grants for specific mobile home repairs, and does not include luxury items like air conditioners.

1. **MUST** meet program income limits listed below:

Household Size	1	2	3	4	5	6
MAX Income Limit	\$37,980	\$43,380	\$48,780	\$54,180	\$58,560	\$62,880

*A percentage of assets are included in total income (i.e. stocks, bonds, cash in savings and checking accounts, etc.)

2. Mobile home must be owner-occupied.
3. **All** individuals living in the mobile home must be listed on the application.
4. Application must be submitted with all necessary documentation (see documentation checklist on page 5 of application).



City of Westminster Mobile Home Improvement Grant Application Packet

General Information

The City of Westminster's Mobile Home Improvement Grant Program is designed to help qualified owners rehabilitate their mobile homes. Allowable repairs include eliminating code violations, substandard conditions, and health and safety issues (e.g. roofing, plumbing, electrical, heating, flooring, painting) Qualified owners may receive grants of up to \$10,000. Residents who have previously received a mobile home grant through the City do NOT qualify. Grants do NOT need to be repaid to the City. Owner-occupied mobile homes within the City of Westminster are eligible.

Income Eligibility requirements

Income eligibility is based on both family size and total annual household income. Families whose income is at or below 60% of the Orange County adjusted median income (AMI) may be eligible. Income includes employment, Social Security, pensions, self-employment income, disability, stocks, bonds, savings and checking accounts, and child support. To determine income, the City considers savings accounts, stocks, bonds, and other forms of capital investments, since the interest earned on certain assets will be included as income. **Household income includes all adults 18 and over living in the mobile home.**

2014 Maximum Income Limits

Household Size	1	2	3	4	5	6
Income Limit	\$37,980	\$43,380	\$48,780	\$54,180	\$58,560	\$62,880

Process

If your application is approved, an inspector will call to schedule an appointment to discuss requested rehabilitation work. The inspector will create a work write-up with approved work that will be used to obtain competitive bids from licensed contractors. The city will review the bids and assist in selecting the most cost-reasonable bid. If the mobile home was built before 1978, a lead-based paint test must be conducted before any work can be performed (the cost for this test will be deducted from the grant funds). After the work is completed, the work will be inspected for final approval. The contractor will provide an invoice and current W9 tax form along with any necessary HCD permits. Upon City Council approval, the contractor is then paid by the City's Finance Department. (Payment to contractors can take up to 30 days).

Please be advised that if mobile homeowner has intent to sell the mobile home during the grant process, the applicant will not be eligible for a Mobile Home Grant.

Licensed Contractors & Permits

Contractors that perform work must hold a valid license with the Contractors State License Board, and must meet City requirements. Some work will require a building permit that must be obtained from the California Department of Housing and Community Development (HCD). The City will provide applicants with a list of approved contractors that they must choose from to complete work on their mobile home.

Submit Completed Applications & Supporting Documents:

City of Westminster
Grants and Housing Division
8200 Westminster Blvd
Westminster, CA 92683



City of Westminster

Mobile Home Improvement Grant Program Application

Name(s) of Owners: _____

Address of Mobile Home for Rehabilitation: _____ Space #: _____

City: _____ Zip: _____ Primary Phone: _____

Email Address: _____ Year Home Built: _____

Do you own the home listed above? _____ Do you occupy the home listed above? _____

Do you own any additional properties? _____ If yes, is this a rental property? _____

What is the address of the additional property? _____

Household Size (Please list the applicant/owner first then all other people living in the mobile home and their age and income, if applicable.)

Name	Age	Annual Income

Ethnicity of Applicant (Please check all that apply):

Hispanic: ☐ Yes

☐ No

☐ White

☐ American Indian or Alaska Native & White

☐ Black or African American

☐ American Indian or Alaska Native & Black or African American

☐ Asian

☐ Black or African American & White

☐ Asian & White

☐ American Indian or Alaska Native American

☐ Other Multi Racial: _____

☐ Native Hawaiian or Other Pacific Islander

Have you bought or sold any property in the past two (2) years? Yes___ No___

If yes, please explain:

Bank Account Information - List ALL Checking, Savings, & Credit Union Accounts For ALL Residents

<i>Name Shown on Account:</i>	<i>Type:</i>	<i>Account #:</i>	<i>Bank Name / Address:</i>

INCOMPLETE APPLICATIONS AND BACKUP DOCUMENTATION WILL RESULT IN YOUR APPLICATION BEING RETURNED.

Applicant Certification

I acknowledge and agree to the attached eligibility requirements and certify, under penalty of perjury under the laws of the State of California, that all information provided herein is true and correct. Income verification is attached to this application

Owner (print or type)

Signature

Date

Co-Owner (print or type)

Signature

Date

RETURN COMPLETED APPLICATIONS TO:

**City of Westminster
Housing Division
8200 Westminster Blvd.
Westminster, CA 92683**

You may opt to Hand Deliver your application directly to the Westminster Housing Division at City Hall.

Application Checklist

Please use the checklist below to ensure your application is complete.

Basic Eligibility

- ☐ Proof of Ownership of the home listed on application (Registration or Certificate of Title).
- ☐ Copy of most recent rental statement.
- ☐ Copies of identification for EVERY person living in the home. Acceptable IDs include: California driver's license or state ID, US passport, and Social Security cards.
- ☐ Signed Federal Lead-Based Paint notice (page 2).

Verification of Income for all adults 18 years and older

All adults living in the home must submit copies of each of the following with the Application. For each item that is not applicable, please provide an explanation on a separate piece of paper.

Not Applicable	Applicable	
_____	_____	<u>Two months</u> of most recent pay stubs, most recent Social Security statement, and/or disability statements for all adults living in the household.
_____	_____	Two years of Self-employment income (Schedule C) or 1040 form for all adults.
_____	_____	Copy of most recent statements for Unemployment Compensation, Worker's Compensation, and/or SSI for all adults.
_____	_____	Copies of 3 recent <u>consecutive</u> months bank statements for all adults living in the household <u>Please include all pages.</u>
_____	_____	2013 Federal tax returns (1040) for <u>all</u> household members – ALL pages must be included.
_____	_____	Copy of retirement account statements for all adults (401K, 403B, 457, CD or IRA).
_____	_____	Life Insurance Cash Value Statement
_____	_____	Copy of child support (e.g. court ordered amount or notarized statement from parent)
_____	_____	Other Investments Statements (e.g. Annuities, CDs, money market accts., stocks, bonds)
_____	_____	Life Insurance Cash Value Statement
_____	_____	Lump sum receipts, such as inheritances, lottery winnings, capital gains, etc.
_____	_____	Investments such as: gems, jewelry, coin collection, antique cars, etc.
_____	_____	Other income (e.g. financial support from family member). Please list amount and explain:
_____	_____	
_____	_____	
_____	_____	

NOTICE FEDERAL LEAD-BASED PAINT

Both the State of California and the federal government have adopted regulations designed to reduce or eliminate the risk of lead-based paint hazards in homes. Some homes built before 1978 may contain lead-based paint that may be harmful to anyone living or working within the home, especially pregnant women and children. Such hazards may occur as a result of exposure to contaminated lead paint dust and paint chips. It is important that you understand these requirements when applying for a home improvement loan or grant from the City of Westminster.

Federal regulations (24 CFR Part 35) require any home built prior to 1978 that receives federal assistance for rehabilitation be assessed for the presence of lead-based paint hazards. To comply with this requirement, the City will fund the cost of the assessment by a licensed and certified contractor, after a completed application for the Housing Rehabilitation Program has been filed but before the loan and/or grant is approved. The results of the assessment will become public record and filed with the State Department. You will be personally obligated to disclose the results of the testing to any potential buyer and/or the subsequent occupants of the property.

As a participant in the City of Westminster's Mobile Home Improvement Grant Program, I understand that I will be required to use safe work practices when stabilizing any lead paint that may be found on the property. I also understand that some methods used to control the hazards may not be permanent in nature and may need to be readdressed in future years.

By signing this Notice, I hereby certify that:

1. I have received a copy of this Notice.
2. I have read and understand the lead hazard requirements contained in this Notice.
3. I accept these requirements and the related personal disclosure obligations as a condition of my application for the City of Westminster's Mobile Home Improvement Grant Program.

If you would like to discuss the hazards of lead-based paint and the potential impact of the state and federal requirements on your property, please call the City of Westminster's Housing Division at (714) 548-3493.

Property Address: _____

Applicant: _____

Signature

Date

Applicant: _____

Signature

Date